

From: [Piper, John](#)  
To: Ex. 6  
Subject: Preparing your desk to accept a variable height desk (VHD) stand - where to put it?  
Date: Tuesday, November 24, 2015 3:50:23 PM

---

Each if you were recently selected to receive one of the new Varidesk Pro Plus 30 variable height desk stands.

You might think that it's a simple operation to just go ahead and give someone a stand like this.

In fact, at least 4 separate offices all get involved, with a different office at each step in the process.

And I don't think that they'll be ready to start here for a couple of weeks.

What to expect?

First, I'll talk to each of you to see where you want to place the Varidesk in your office or cubicle. That's partly so we can decide if we need to get a longer power cord to reach your monitor when it's on the stand.

The stands are fairly large for a cubicle desktop, about 2 ½ ' x 2 ½' on the base. And I'm not really sure if there's sufficient clearance for you to place a VHD on the desk directly in front of your chair. It might bump the underside of the hanging cabinet shelves when it's opened. Facilities tells me that some people decide to put them at the corner of their desk and some on the left side of the cubicle.

The VHD stand will only hold a keyboard, monitor and mouse. The notebook PC itself will stay on the desk.

If you want to work sitting down, you'll have the option of lowering the VHD stand into base position so it acts like a regular monitor stand. It's spring loaded and looks like it would be easy to raise and lower with a large monitor on it. Otherwise, you could leave the VHD stand raised and just sit in your regular chair and work with your notebook PC and its built-in monitor. Some people prefer that to adjusting the height of the VHD stand every time they sit down to work.

The mail room crew will eventually drop off the VHD stands at your cubicle – that's after I verify that there's a large enough (2.5ft sq) *clear* spot in your work area to accept the stand.

Clearing that much space will be a serious challenge for at least 3 of you. And if the space is cluttered over again by the time when someone comes to deliver the stand, they'll just leave it on the floor of your cubicle. The people who deliver the stand cannot set it up or move anything into it or mess with the stuff on your desk.

I've offered to move your monitor, keyboard and mouse onto your stand at the time it's delivered in order to speed things up, but they might require someone from 3HELP to do it so they can be sure it's being done correctly.

OK, so what do you do now?

Figure out where you want the stand located on your desk. If you're going to continue to sit while you work for any significant portion of your time you might want it to locate the VHD stand in the corner or side of your desk, it's up to you though. You don't need to actually clear the spot until the mail room is almost ready to deliver the stands.

John Piper ([piper.john@epa.gov](mailto:piper.john@epa.gov))  
US EPA Great Lakes National Program Office  
77 West Jackson Blvd G-17J  
Chicago, IL 60604  
Phone 312 353-8030  
Fax 312 886-6869